DEPARTMENT OF THE AIR FORCE

HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

1 Sep 00

MEMORANDUM FOR PROGRAM APPLICANTS

FROM: WR-ALC/PKOS
235 Byron St
Robins AFB GA 31098-1611

SUBJECT: Contracting with Individuals for Manpower Support Services

1. This letter supersedes the three previous letters dated 13 Jul 98, 04 Aug 98, and 11 Feb 99, posted at this site.

2. WR-ALC is interested in contracting with individuals for specific manpower support services taskings. To this end, we have established a database of qualified individuals who are interested in contracting for services in the job series' listed in attachment 1. Information submitted by applicants is kept confidential by the Contracting Officer and is only available to other Government personnel on a need-to-know basis. Our desire is for this database to continue to grow. Individuals wishing to be considered for these acquisitions should follow the instructions in paragraphs 3 and 4 below.

3. Resumes, price proposals, and completed representations and certifications (attachment 3) should be forwarded to the address listed above, marked for the attention of "Manpower Services Database". The price proposal is the hourly rate for which you are willing to work in each period of time for which you are willing to commit, up to five years. Also, each resume should include:

   a. Job Information: Title of position for which you are applying.

   b. Personal Information: Full name, mailing address (including zip), and phone number (day and evening, including area code), e-mail address, and fax number if available.

   c. Education: High school (date of diploma), colleges and universities attended, and majors (type and year of any degrees earned; how total credits earned and indicate whether semester or quarter hours).

   d. Work Experience: For each of the positions you have held within the last five years, provide:

      (1) Job title (identify job series, office symbol, and grade if the position was with the Government.)
      (2) Duties and accomplishments
      (3) Employer's name and address
      (4) Supervisor''s name, address, and phone (include information for first and second level)
      (5) Starting and ending dates
      (6) Performance information (provide appraisal scores, if known, and identity any awards, acknowledgments, or special recognition received during this period)

   e. Other qualifications: include job-related training, skills, certifications, and licenses.

4. Updated or new resumes to be added to the database may be submitted at any time; however, if the new resume supersedes a previous submission, the new resume should so state. When requirements generate and evaluations are made, the resume on file at that time will be used in the evaluation.

5. This process will utilize best value, competitive FAR Part 12, commercial acquisition procedures. As taskings for individual manpower support requirements generate, the database of applicants will be screened to select those qualified for the specific requirement. In addition to this screening, a combined synopsis/solicitation will be issued in the Commerce Business Daily (CBD) and the applicable Performance Work Statement (PWS) will be posted at the Contracting with Individuals for Manpower Support web site at http://pkec.robins.af.mil/pr/mssc/mssc.htm. A short response timeof 5 days will be allowed. Applicants who already have resumes on file need not submit another resume, but need only to confirm their previous submittal prior to the closing date and time in the CBD synopsis/solicitation. Resumes will be evaluated and award will be made in accordance with the Source Selection Plan (attachment 2).

6. For yearly requirements, a year is defined as follows: A total of 1,740 hours of effort will be required during the year excluding vacation, sick leave, Federal holidays, energy days (if any), etc. Payment will only be made for hours worked. Individuals must schedule hours of work from Monday through Friday, between 7:00 a.m. and 5:00 p.m. unless otherwise stipulated in the PWS (some PWSs may require set hours due to the requirements of the organization). Government holidays and closings observed by the WR-ALC general populace will be observed. Jury duty, vacation time, sick leave. etc., shall be coordinated with the Functional Area Evaluator (FAE) and will be taken outside of the 1,740 hours. Inability to complete the 1,740 hours due to jury duty, illness or other unavoidable emergencies will be evaluated on a case-by-case basis and settled in a reasonable manner. Use of alternate work schedules will be at the discretion of the using organization.

7. In order to contract with the Government, individuals must obtain a Commmercial and Government Entity (CAGE) code, a Data Universal Numbering System (DUNS) number, a Tax Identification Number (TIN), and register in the Central Contractor Registration (CCR) database. Instructions are included in attachment 5.

8. The payment process will operate as follows: The contractor will send an invoice to the Contracting Officer (CO) for the hours worked during the previous month. The CO will forward the invoice and a certification to the FAE who will certity that the individual has performed the work. The certification and invoice will be returned to the CO who will then forward it to the payment office. The payment office will then pay the invoice.

9. Information on laws and statutes governing post-government employment can be obtained at the following web site: http://robins.jag.af.mil/Handouts/ETHICS/post_gov.htm.

10. Any questions should be directed to Craig Polk, WR-ALC/PKOS, (912) 926-3985, fax (912) 926-3590 or e-mail Craig.Polk@robins.af.mil.

CRAIG POLK
Contracting Officer

Attachments:
1. List of Job Titles and Series'
2. Source Selection Plan
3. Price Proposal and Representations & Certifications
4. Sample Purchase Order
5. DD Form 2051 and Instructions for Obtaining DUNS Number and CCR Enrollment
6. DD Form 2345, Militarily Critical Technical Data Agreement